



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date <b>7-30-79</b>	1. Agency Address Georgia Dept of Agriculture : Plant Industry Feed, Fertilizer & Grain Division 19 M. L. King, Jr. Dr., S. W. Atlanta, Georgia 30334	Application Number <b>73-276-A</b>	
Application Number <b>207</b>		Date Received <b>JUL 31 1979</b>	Date Completed <b>AUG 31 1979</b>
2. Person to Contact Cecil R. Spooner <i>CRS.</i>		Working Title Director	Telephone Number 656-3637
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <b>73-276</b> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1969      to date		5. Records Series Title (followed by title used in office; if different) Lime Producers License Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The Plant Industry is responsible for supervising and regulating various fields of the plant industry in Georgia. It seeks to control and eradicate diseases and insects in the plant industry.  The Feed, Fertilizer & Grain Division is responsible for enforcement of the rules and regulations as related to feed, fertilizer and grain within the Plant Industry.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to:      the licensing of lime manufacturers as a regulatory device for the lime industry.  Included are: Lime Producers License Application which gives the name and address of the company requesting license.     File is arranged: Alphabetically by Company name.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>15</u> ; Seven to twelve months old <u>20</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |           |        |                                   |       |        |
|--------------------------|-----------|--------|-----------------------------------|-------|--------|
| a. State Law             | Permanent | years. | d. Audit period                   | _____ | years. |
| b. Statute of limitation | _____     | years. | e. Administrative need            | _____ | years. |
| c. Federal law           | _____     | years. | f. Federal retention instructions | _____ | years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See Below then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

When license is withdrawn, canceled, or company goes out of business, withdraw from the active file and place in the inactive file. Cut off the inactive files at the end of each Fiscal Year, hold 1 year; then, destroy.

Maintaining the Files: As the permanent files are updated, withdraw and destroy documents which are out of date, obsolete, no longer of value from each file folder.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ellie D. Sikes</i>	7-17-79	<i>Ellie D. Sikes</i>	7-17-79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>8-28-79</i>
		Secretary of State/Designee	<i>8-27-79</i>
		Attorney General/Designee	<i>8-29-79</i>



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date March 28, 1973	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	<b>FOR RECORDS MANAGEMENT DIVISION USE</b>	
2. Agency Application No. 110		Date Received APR 25 1973	Application No. 73-276 Date Completed MAY 1 1973
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Plant Industry Division - Feed, Fertilizer & Grain 19 Hunter Street, S.W. Atlanta, Georgia 30334 Unit		4. Person to Contact Cecil Spooner <i>CAS</i>	
		5. Working Title Division Director	6. Tel. No. 656-3637

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 71 to Date	9. Exact Series Title LIME PRODUCERS LICENSE FILES
--	---

10. What is the function of the office in which this record series is created?

The Plant Industry Division is responsible for supervising and regulating the Plant Industry in Georgia. It seeks to control and eradicate certain diseases and insects within the Plant Industry. The Division promulgates and administers the rules and regulations pertaining to laws passed by the General Assembly designed to regulate the fertilizer, feed, seed, pesticide, grain, nursery, apiary, and other plant industries doing business within Georgia.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to annual registration of producers to manufacture, process and sell agricultural liming materials in Georgia.

Included are: Copy of Form No. AG 14058065 (Lime Producers License) giving Producer's name and address.  
Copy of application for license (no number)  
Correspondence

Files are arranged by arranged alphabetically by Company

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	2	3		1/4			
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				1	1	1	1

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ [ ] [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [x]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. ☐ [ ] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ [ ] STATE LAW    b. ☐ [ ] STATUTE OF LIMITATION    c. ☐ [ ] AUDIT PERIOD    d. ☐ [ ] FEDERAL LAW    e. ☒ [x] ADMINISTRATIVE DECISION    f. ☐ [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Used as a reference for regulatory check for three years.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [ ] CALENDAR YEAR ☒ [x] FISCAL YEAR ☐ [ ] OTHER \_\_\_\_\_, then:

- ☒ [x] Hold in the current files area \_\_\_\_\_ month(s)/ 3 year(s):  
☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold \_\_\_\_\_ year(s):  
☒ [x] Destroy.  
☐ [ ] Transfer to State Archives for permanent retention.  
☐ [ ] Destroy immediately after cut-off.  
☐ [ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Ellis D. Sikes</i>		Date 3/28/73	OTHER REQUIRED SIGNATURES		DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<input type="checkbox"/> [ ] Approved <input type="checkbox"/> [ ] Disapproved	<i>Ellis D. Sikes</i>		3/28/73
	State Auditor/Designee	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>William M. Dixon</i>		4-30-73
	Secretary of State/Designee	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>Carroll Hart</i>		4-24-73
	Attorney General/Designee	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>Robert Sheel</i>		4-30-73

STATE RECORDS  
COMMITTEE